

Forward Logistics Branch Director Initial Activation & Deployment Checklist

Responsible for preparing and deploying supplies and equipment to support ESF8 personnel in the field

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
1. Receive initial briefing from Logistics Section Chief to include: <ul style="list-style-type: none"> • Mission Number from EM Constellations • Situational Information • Initial Instruction concerning work activities and timeframes • Personnel/Equipment to be deployed • Reporting Location w/ Date and Time • Responder Safety and Health issues 		
2. Discuss wrap around requirements with the Logistics Section Chief to include security, housing, food, water, fuel, sanitation, trash removal, etc.		
3. Develop preliminary Medical Plan(ICS Form 206) and Safety Plan		
4. Alert Logistics Support Team (LST) personnel and provide them with: <ul style="list-style-type: none"> • Rally location. • Rally time. • Deployment duration. 		
5. Provide LST personnel names to the Logistics Section Chief.		
6. Assemble LST personnel at Logistics Response Center and brief them on situation and mission expectations.		
7. Collect necessary mission intel: <ul style="list-style-type: none"> • ESF 8 IAP • Travel Route (obtain road closures and fuel stations-DOT) • Aerial site map • Local Point of Contact for Site • Communications Instructions (Radio Frequencies, Phone Numbers, and check-In procedures) • Terrain • Weather 		
8. Assign LST personnel to their roles.		
9. Confirm that the Ground Support Unit Leader completes Operational Checks on Trailers/Vehicles/Generators prior to departure.		
10. Confirm that the Supply Unit Leader has loaded Radios/Deployment Laptops/Satellite Phones into Vehicles and/or Trailers.		
11. Confirm that the Supply Unit Leader checks load plans for all vehicles and trailers to be deployed and ensure that all required equipment is loaded.		
12. Confirm that the Ground Support Unit Leader checks to make sure that the vehicles and trailers are loaded correctly according to Load Plan.		
13. Confirm that the Forward Logistics Branch Director approves Load Plan Inspection for all Vehicles and Trailers		
14. Move deploying Vehicles and Trailers to outside parking Lot		
15. Hook up Trailers to appropriate Vehicles		
16. Complete Vehicle/Trailer Operational Checks		
17. Conducts Final Inspection on all vehicles/trailers/equipment		
18. Report to Logistics Section Chief LST readiness to deploy and receive final Instructions.		

Activities to be completed	Complete	NA
19. Conduct convoy safety briefing and communications instructions		
20. Initiate travel to site.		
21. Confirm dispatch of vehicle and personnel to the Logistics Section Chief. Report estimated time of arrival on site.		
22. Report any issues encountered while enroute to the Logistics Section Chief.		
23. Report arrival on Site to Logistics Section Chief.		
24. Initiate the LST site activation checklist.		

General Information

SERT Log-In

- User Name : SERT
- Password : !eoC1997*

ESF 8 Logistics Phones

- 850-617-9040
- 850-617-9041

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8.Fin-Adm@flhealth.gov
- StateESF8.LogStaffing@flhealth.gov
- StateESF8.Planning@flhealth.gov

Logistics

- <http://webmail.myflorida.com>
- User Name: services\esf08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

- Staffing Unit Leader : 850-694-3180
- Finance and Administration : 850-445-8193